



## Agency Records Disposition Schedule

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Administration

**TITLE:** Administrative Inquires - no discipline/investigation required

**CUTOFF:** Completion of inquiry

**DESCRIPTION:** An inquiry conducted into an allegation of employee or offender misconduct that results in no discipline/investigation being required.

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES #:** 22994

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

**TITLE:** Administrative Inquiries - discipline/investigation required

**CUTOFF:** Completion of Inquiry

**DESCRIPTION:** An inquiry conducted into an allegation of employee or offender misconduct that results in discipline/investigation being required.

**RETENTION:** Years: 0 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Transfer to appropriate file

**SERIES #:** 22995

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

**TITLE:** Administrative Reports

**CUTOFF:** EOCY

**DESCRIPTION:** Reports related to administrative activities including but not limited to active military duty report, activity report, administrative leave reports, emergency scenario reports, institutional search report, institutional security inspection report, required activities monthly report, and warden's report. Information is submitted to meet specified timelines, which vary from report to report.

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES #:** 22996

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

**TITLE:** Conduct Violations

**CUTOFF:** EOCY

**DESCRIPTION:** Conduct violations that have been dismissed.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES #:** 19459

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008



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<b>TITLE:</b> Contracts/Agreements		<b>CUTOFF:</b> Completion of contract
<b>DESCRIPTION:</b> Any contract/agreement/memorandum of understanding that involved the Department of Corrections. (e.g. Work Release Agreements, Union contracts, etc.)		<b>RETENTION:</b> Years: 10 Months: 0 Days: 0
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 19462	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 12/17/2008
<b>TITLE:</b> Criminal History Checks - negative results		<b>CUTOFF:</b> Completion of check
<b>DESCRIPTION:</b> MULES (Missouri Uniform Law Enforcement System)/NCIC (National Crime Information Center)/NLETS (National Law Enforcement Telecommunications System) -Criminal History checks, returned with no prior criminal history, conducted on staff, volunteers, and visitors as denoted in policy. Criminal history checks are conducted on staff and volunteers annually. Checks on visitors to the facility are conducted as needed before access is granted.		<b>RETENTION:</b> Years: 0 Months: Days:
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 22989	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 12/17/2008
<b>TITLE:</b> Criminal History Checks - positive results		<b>CUTOFF:</b> EOCY
<b>DESCRIPTION:</b> MULES (Missouri Uniform Law Enforcement System)/NCIC (National Crime Information Center)/NLETS (National Law Enforcement Telecommunications System) -Criminal History checks with positive results of prior criminal history conducted on staff, volunteers, and visitors as denoted in policy. Criminal history checks are conducted on staff and volunteers annually. Checks on visitors to the facility are conducted as needed before access is granted.		<b>RETENTION:</b> Years: 1 Months: 0 Days: 0
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 19463	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 12/17/2008
<b>TITLE:</b> Criminal History Dissemination Log		<b>CUTOFF:</b> Completion of audit by Missouri State Highway Patrol
<b>DESCRIPTION:</b> Log kept by all MULES (Missouri Uniform Law Enforcement System) operators of dissemination of information gathered from MULES (Missouri Uniform Law Enforcement System)/NCIC (National Crime Information Center) checks of offenders and/or visitors, and disseminated to other staff.		<b>RETENTION:</b> Years: 1 Months: 0 Days: 0
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 19464	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 12/17/2008



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<b>TITLE:</b> Death File (Offender)		<b>CUTOFF:</b> EOCY
<b>DESCRIPTION:</b> Records documenting an offender death. Records may include, but are not limited to News Release, Memorandums, Incident Reports, Letter to Family, Notification List, Autopsy Report, Debriefing Report, and other related documentation.		<b>RETENTION:</b> Years: 5 Months: 0 Days: 0
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 19465	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 12/17/2008
<b>TITLE:</b> Employee Discipline Files		<b>CUTOFF:</b> Separation of Employment
<b>DESCRIPTION:</b> A corrective process for employee performance or behavior which does not fall within acceptable limits.		<b>RETENTION:</b> Years: 5 Months: 0 Days: 0
<b>NOTES:</b> A copy of the final disposition (not including Letters of Caution) is forwarded to the employee's personnel file.		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 19457	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 12/17/2008
<b>TITLE:</b> Investigations		<b>CUTOFF:</b> Completion of Investigation
<b>DESCRIPTION:</b> Request for investigation and any other documentation that supports the request for investigation, Final Investigation Summary/Report. Original is maintained in the Inspector General's Office.		<b>RETENTION:</b> Years: 10 Months: 0 Days: 0
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 19456	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 12/17/2008
<b>TITLE:</b> Joint Committee on Corrections Reports		<b>CUTOFF:</b> EOCY
<b>DESCRIPTION:</b> A report of information requested specifically by the Joint Committee on Corrections, which is an overview of each facilities' physical and operational status. The committee is part of the Missouri Legislature that reports to the House and Senate about Corrections issues.		<b>RETENTION:</b> Years: 1 Months: Days:
<b>NOTES:</b> One copy sent to Division of Adult Institutions Director's Office, one copy maintained in Administration.		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 22898	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 12/17/2008



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**TITLE:** Offender Reports**CUTOFF:** EOCY

**DESCRIPTION:** Reports related to offender activities submitted to administrative offices. Information is gleaned from these reports and relevant information is submitted to Central Office or other areas to meet specified due dates, which vary from report to report.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy**SERIES #:** 19466**SERIES STATUS:** Approved**APPROVAL DATE:** 12/17/2008

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**TITLE:** Secondary Employment Requests**CUTOFF:** Separation of employment

**DESCRIPTION:** A form submitted by an employee requesting approval to obtain secondary employment.

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy**SERIES #:** 22899**SERIES STATUS:** Approved**APPROVAL DATE:** 12/17/2008

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